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<u>NOTES RE OUTLINE PLAN FOR PURGING RECORDS</u>

References: A. [_____]   25X1
            B. Disposition Guide for Auxiliary Paper Holdings,
               approved 17 February 1960

(To insure common understanding of action required, each Division/Staff
prepare a brief outline plan specifying the particular necessary steps
and sequence. Include the following points:)

1. <u>Identify Each File</u>

   Each file in the branch/desk collection is reviewed to identify as:

   a. <u>Official CS Files</u> - [_____]   Official CS files should be   25X1
      purged as provided in:

      (1) [_____]   25X1

      (2) [_____] Destruction of Worthless CS Record Documents,   25X1
          and

      (3) Check List for Purging Files, Tab #1.

   b. <u>Auxiliary (non-record) Paper Holdings.</u> Such files are defined
      on page 1 of the Disposition Guide for Auxiliary Paper Holdings,
      (Reference B) which also identifies the main categories or file
      series and general disposition guidance. Divisions/Staffs are
      encouraged, but not required, to mark such folders with distinc-
      tive colored scotch tape.

   c. <u>Branch or Desk Files (mixed).</u> Certain branches or desks have
      established their own file system which does not fit a. or b.
      above. In such cases, folders, notebooks or cards of non-record
      papers are mixed or interfiled with information pertinent to the
      CS mission. As a general rule, such files must be identified and
      segregated as either an official CS file (a. above) to be inte-
      grated into the CS system or as an Auxiliary (non-record) Paper
      Holding (b. above). This may involve opening a new file, reclas-
      sification, purging and melding and/or cut-off with change-over
      date. The detailed action required in each case must be worked
      out between the desk concerned and RID[__] -- See Tab #1, Part B.   25X1
      (For those divisions holding substantial amounts of mixed files,
      a meeting between RID/[__] and those concerned in the branches may 25X1
      be helpful in resolving the problem. DDP/RMO will arrange for
      such meetings on request of the division/staff RMO concerned.)

2. Other Points

The steps outlined in para. 1 above are common to most branches.
There remains the main task of actual purging to reduce our paper
holdings. Your plan may involve a reduction in the number of avail-
able safes, the allocation of a fixed number of hours per week to
straightening out our records, identification of certain individuals
for full time assignment or any other appropriate action. We now
have all the tools and authority needed to get on with the task and
there is no substitute for hard work at this stage. Purging file
holdings requires responsible action by an intelligence officer who
can make value judgments on the papers involved and we must find time
to accomplish this despite other claims on our time. It is a diffi-
cult but rewarding task, the necessity of which is becoming increas-
ingly clear within the CS.

Tab #1

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TAB #1

Check List for Purging Files

A. OFFICIAL CS FILES

1. Official CS files held by branches or desks tend to accumulate some duplicate, obsolete, marginal or useless papers. Such papers should be extracted and destroyed by the holding branch/ desk. Execution of Form 1456 is not required for destruction of the documents listed below since these are not CS record copies.

   a. Cover sheets, routing slips and abstract file slips which do not contain pertinent notations.

   b. Drafts and other working papers superseded by finished material in the folder.

   c. Extra copies, including copyflo reproductions, of dispatches, memoranda, reports and other documents which do not contribute materially to the subject of the folder.

   d. Copies of forms and form letters that have outlived their usefulness.

      (When Form 362, Name Check, Document Service and Partial Consolidation Request, is found in the folder together with copyflo reproduced index cards, both should be removed from the folder and forwarded to RID for purging or correction of the Main Index.)

   e. Non-CS publications available from OCR.

      (Normally, such publications may be destroyed without further action; however, where such material contributes to CS knowledge on the subject, a Document Transfer and Cross-Reference Sheet, Form 867, should be inserted as replacement for the destroyed material. In rare cases, where such material is essential to CS knowledge on the subject, it may be retained in the folder.)

2. In addition to the above, see the Disposition Guide for Auxiliary Paper Holdings, approved 17 February 1960, for further identification and guidance as to documents that should be destroyed.

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B. MIXED FILES -- Assistance by RID/▯   25X1

    3. In cases where branches or desks have accumulated files of non-record papers mixed or interfiled with information pertinent to the CS mission (folders, notebooks or cards have not been assigned official CS file code numbers) action is required to identify such files as either official CS files or as non-record (auxiliary) paper holdings. RID▯ can assist in the following manner: 25X1

        a. The classification and reclassification of documents after desks have determined such action is or may be warranted, e.g., assigning a file classification to KAPOK and RYBAT documents which were not previously processed by RID/▯ reclassifying documents removed from files marked for destruction, etc.

        b. The assignment of file numbers to collections of documents not previously classified into the headquarters file system but pertinent to the CS mission. ✓

        c. In consultation with the desk concerned close, open and amend files through execution of Form 812.

        d. The review of documents for indexing or de-indexing in accordance with current criteria.

        e. The assignment of document symbols and file classifications to memoranda and non-Agency documents not previously processed by RID/▯.

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